



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Neil Irvine, Town Administrator
RE: Weekly Report
DATE: March 4, 2024

Town Administrator:

In addition to the regular review and approval of the accounts payable manifest I was able to complete the work on the 2024 Voter's Guide. Arrangements were made to have it printed and mailed to every postal customer in Northwood in advance of the Town Meeting on March 12th. I also made myself available throughout the week to the auditors who were onsite conducting the 2023 audit of the Town financials. Meetings were attended with the Selectboard, Lamprey Regional Cooperative and vendors for various services outsourced by the Town. Unfortunately, abusive behavior towards town employees continues to be an issue. A recommendation will be brought to the Board at their next meeting for appropriate signage.

Assessor:

The Assessing group from Cross Country has done the following over the last few weeks:

- Settled BTLA cases with several taxpayers. 4 in all.
- Continued the Measure and List of the 2024 cyclical of 700+ properties for the 4th and final quarter of properties with roughly 200 to go. Have identified the properties that need to be looked at before or around 4-1-2024 for improvements since the last year.
- Processed several requests for exemptions and credits for elderly, handicapped, solar, wood heating, veterans, etc.
- Met with taxpayers that felt they were over-assessed.
- Processed subdivisions and boundary line adjustment that took place between 4-1-23 and 4-1-24

Finance:

Last week in Finance, accounts payables were processed by Carol; I created bank deposits for the Treasurer; the auditors were here for the annual audit, so I answered questions, did research, and created reports for them; continued to work on on-going welfare cases; created and entered miscellaneous journal entries.

Building Inspector:

The Building Inspector was on Vacation last week.

Land Use:

- Responded to Land Use calls and emails
- Interoffice meetings with Town Staff
- Meetings with applicants
- Attended Zoom meeting – NH Housing
- Continued training Administrative Assistant

Fire Rescue:

1. Northwood Fire was included in a grant from Capital area mutual aid. We received 25 gallons of class B firefighting foam and an inductor to utilize the foam. This foam is environmentally friendly and does not contain PFAS. This foam is designed to extinguish fires involving combustible liquids. Also, as part of the grant Capital Area Mutual Aid received a foam trailer. This trailer can be mobilized when needed for large scale incidents involving combustible liquids.
2. During the wind storm this weekend several shingles were blown off the roof at the narrows station. Lt. Chris Brown came in on Sunday and replaced the damaged shingles.
3. This week Northwood Firefighters Arey and Tasker responded to a medical call. The patient's condition was serious as he was showing obvious signs of a heart attack. Transport was immediately initiated, and paramedic level care was provided on the way to Portsmouth Hospital. Upon arrival at Portsmouth Hospital the patient went into cardiac arrest. I am happy to report the patient was treated at the hospital and is recovering from his cardiac event.
4. This week Northwood Firefighters responded to:
 - a. 7 Medical emergency
 - b. 1 Motor Vehicle crash
 - c. 1 system malfunction
 - d. 1 storm damage assessment
 - e. 1 cancelled enroute
 - f. 1 fire alarm system malfunction

Town Clerk/Tax Collector:

Late notices were sent out for 2023 and older taxes

Tested our new tabulator and counted ballots for town election 6,000 ballots were counted on March 4

Ballots are double sided and 4 will be handed out to voters

Election is Tuesday March 12, 2024, 7am-7pm Northwood School gym.

Office will be closed

We have collected from the dates of 2/27 to 3/4 totaling \$39,141.13 for taxes

We have processed 213 vehicles

Registered 33 dogs

Had our first dog of month for JANUARY

Processed 45 transactions online

Our Saturdays are going great -we had 49 transactions on March 2 within 3 hours

Between boats, dogs, and motor vehicle we have processed 213 transactions this past week totaling \$36,793.65

CHESLEY MEMORIAL LIBRARY

MARCH 2024 TOWN REPORT

December computer tally: 20 patrons

January computer tally: 32 patrons

February computer tally: 31 patrons

December Downloadable Audiobooks: 635 items

January Downloadable Audiobooks: 647 items

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February Downloadable Audiobooks: 611 items

December circulation: 789 items

January circulation: 1,111 items

February circulation: 1,193

December new patrons: 5

January new patrons: 10

February new patrons:5**Total number of registered library card holders: 2,211****MEETINGS**

March 8 – Trustee Meeting 9:00am

March 25 – Friends of the Libraries Meeting 4:30pm

PROGRAMS

March 2 – Cat In the Hat Story Time 10:30am

March 4, 11, 18, 25 - Senior Café 1:00pm

March 6, 13, 20, 27 - Story Time 10:30am

March 6 – Afternoon Book Discussion 2:00pm

March 9 – Open House 10:30am-noon

March 12, 26 - Writers Group 2:00pm

March 12 – Junior Book Discussion 4:30pm

March 16 – Grano Children’s Initiative: Blacksmithing/Locksmithing 11:00am

March 19 – Youth Crafts 4:00-5:30pm

March 20 – Won’t You Be My Neighbor Day

March 20 – Evening Book Discussion 7:00pm

CANDIDATES NIGHT

There will be a Candidates Night on Thursday, March 7, at Northwood Town Hall. It will begin at 6:00 p.m. This will be an opportunity for all voters and interested people to meet those running for Northwood offices in the March elections. All candidates will have an opportunity to speak briefly and answer questions from the audience.

OPEN HOUSE

The Chesley Memorial is here for you! Come find out what our library has to offer patrons of all ages. The Friends of the Northwood Libraries will sponsor an Open House on Saturday, March 9, from 10:30am until noon. Come meet the Library Friends, Staff, and Trustees and enjoy some popcorn as you browse our collections and learn about our programs and services. The Lion Sisters from Deerfield will be performing a variety of music for all ages to enjoy, and children will have the opportunity to get their faces painted.

GRANO CHILDREN’S INITIATIVE: BLACKSMITHING & LOCKSMITHING

Please join us at the Chesley Memorial Library for another exciting Grano Children’s Initiative program! Thomas Boucher from Greasy Luck Forge will talk about blacksmithing and locksmithing on Saturday, March 16, at 11:00 a.m. Children and their families will learn basic information about both trades and will discover how they differ. Mr. Boucher will discuss his background and will show examples of his work.

The Chesley Memorial Library is able to offer the program through a recurring grant from the Robert C. Grano Charitable Fund to commemorate the generosity of Joseph Grano in donating the funds to build the Theodora Kalem Grano Memorial Wing in 1991. “Joseph Grano Children’s Initiative” programs promote exploration of the natural world, music, art, diverse cultures, adventure travel, and craftsmanship.

NATIONAL CRAFT MONTH

Get your craft on! Do you know that March is National Craft Month? Children of all ages and their families are invited to join us at the library on Tuesday, March 19, from 4:00-5:30 p.m. There will be a vast array of crafting supplies available so let your imagination run wild! Popcorn will be available for any hungry crafters!

STORY TIME

Story Time for preschoolers of all ages takes place on Wednesday mornings at 10:30 a.m. If you have not been attending Story Time, you might want to stop in and check out the program. Children can listen to a story and make a craft to take home. Registration not required; new participants are always welcome at any time.

SENIOR CAFÉ

Spring weather is getting closer so it's getting easier to get out and about. Why not meet your friends and neighbors at the Chesley Memorial Library? The Senior Café meets every Monday from 1:00-2:30 p.m. so drop by to enjoy some delicious treats and a cup of tea or coffee while you socialize. You might even want to come early or stay later to check out the library's books, movies, or magazines!

LOCAL WRITERS

Join your fellow local writers — whether beginner, much published, or somewhere in between — on Tuesday, March 12, and Tuesday, March 26, from 2:00 to 3:30 pm at the Chesley Memorial Library. Sessions include group critique, writing exercises, and craft discussion. Some participants may want to come early or stay late for some quiet writing time. All genres welcome. Get some writing done this spring and learn from each other.

BOOK DISCUSSIONS

The Afternoon Book Discussion Group will meet at the Chesley Memorial Library on Wednesday, March 6, at 2:00 p.m. to discuss "Without A Map" by Meredith Hall.

The Junior Book Discussion Group will meet at the Chesley Memorial Library on Tuesday, March 12, from 4:30-5:30 p.m. to discuss "Swindle" by Gordon Korman.

The Evening Book Discussion Group will meet at the Chesley Memorial Library on Wednesday, March 20, at 7:00 p.m. to discuss "Foster" by Claire Keegan.

MEETINGS

The Chesley Memorial Library Board of Trustees will meet at the library on Friday, March 8, at 9:00 a.m.

The Friends of the Library will meet at the library on Monday, March 25, at 4:30 p.m.

CAT IN THE HAT

The Cat in the Hat (and Thing One!) made a special visit to the Chesley Memorial Library on Saturday, March 2, to celebrate Read Across America Day. Children enjoyed listening to stories about the Cat and enjoyed spending time with The Cat and Thing One

Department of Public Works:

No Report

Recreation:

No Report

Police Department:

No Report

Northwood EMD's report for week prior to 03/04/2024

No Report This Week